United Nations ST/SGB/2000/4

Secretariat

24 January 2000

Secretary-General's bulletin

Organization of the United Nations Office at Geneva

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Geneva (UNOG),* promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The United Nations Office at Geneva (UNOG) serves as the representative office of the Secretary-General at Geneva and performs representation and liaison functions with permanent missions, the host Government and other Governments, intergovernmental and non-governmental organizations, research and academic institutions at Geneva, and other organizations of the United Nations common system at Geneva; facilitates inter-agency cooperation and cooperation with regional organizations; provides administrative and other support services for the Office of the United Nations High Commissioner for Human Rights; manages the United Nations facilities at Geneva and provides conference services for the United Nations meetings held at Geneva and other locations, as well as for the specialized agencies under standing or special arrangements.

2.2 The Office is divided into organizational units, as described in the present bulletin.

2.3 The Office is headed by a Director-General, who also serves as the Secretary-General of the Conference on Disarmament. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Geneva; represents the Secretary-General in relations with permanent missions and the regional organizations and arrangements, and deals with the Swiss authorities in matters relating to the relevant privileges and immunities of staff of the United Nations system in Switzerland; maintains cooperation with the specialized agencies and programmes based in Switzerland and Europe as well as with other intergovernmental and non-governmental organizations and established institutions, including research and academic institutions, headquartered in Europe; provides the Secretary-General with advice and support on the work of the Conference on Disarmament; and

* UNOG is located in the former headquarters of the League of Nations, the Palais des Nations, which became the property of the United Nations in 1946.

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undertakes special political assignments and representation as requested by the Secretary-General.

Section 4
Office of the Director-General

4.1 The Office of the Director-General is headed by a Chef de Cabinet who is accountable to the Director-General.

4.2 The core functions of the Office are as follows:

(a) Maintaining liaison with permanent missions, academic institutions and non-governmental organizations in consultative status with the Economic and Social Council and facilitating their participation in United Nations activities;

(b) Carrying out protocol and liaison functions with the authorities of the host country and advising and assisting the Geneva Diplomatic Committee in its work;

(c) Arranging consultations among heads of specialized agencies, United Nations programmes at Geneva and the Director-General, and providing briefings and services to these entities and to Administrative Committee on Coordination (ACC) related meetings, as appropriate;

(d) Coordinating electronic information dissemination, in particular via the Internet, to the permanent missions, intergovernmental organizations and the public;

(e) Advising the Director-General on issues pertaining to cooperation with regional organizations, undertaking in-depth analyses on regional and international security and political issues;

(f) Representing the Legal Counsel at Geneva, assisting the Director-General on all legal matters, and liaising with the host country and other authorities concerning privileges and immunities and other questions affecting United Nations agreements.

Section 5
Division of Administration

5.1 The Division of Administration is headed by a Director who is accountable to the Director-General.*

5.2 The core functions of the Division are as follows:

(a) Providing direction and coordination in the personnel, financial and general services of the United Nations Office at Geneva, including management and utilization of United Nations premises and coordinating human resources, financial and administrative policies with the other Geneva-based organizations;

(b) Carrying out implementing and monitoring functions for policy implementation and other issues related to human resources, financial and general services management as determined by the Under-Secretary-General for Management;

(c) Providing financial, budgeting and accounting services, including controlling, approving and recording accounting transactions, controlling calculation and payment of salaries and other entitlements of United Nations staff at Geneva as well as in the field offices of the Office of the United Nations High Commissioner for Refugees (UNHCR), the United Nations Conference on Trade and Development (UNCTAD) and the International Trade Centre (ITC), as well as other payments, and providing secretariat services to the United Nations Staff Mutual Insurance Society against Sickness and Accident;

(d) Managing human resource requirements of the United Nations offices and units at Geneva, including recruitment guidance and training, supervision and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(e) Providing administrative and general services for United Nations meetings held at Geneva and for specialized agencies under standing or special

* The Director of the Division of Administration, like other Directors of Administration and Executive Officers, is accountable first and foremost to the head of the department, as a partner in administration for programme implementation. Directors of Administration and Executive/Administrative Offices are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

arrangements between the United Nations and the agencies concerned;

(f) Providing procurement, transportation, travel and other services, including catering services, control of inventory, stock and property, coordination of arrangements for special events, and servicing the UNOG Property Survey Board;

(g) Ensuring the safety and security of persons and property at the Palais des Nations, including providing special security services for conferences and other events, and for United Nations officials, as required;

(h) Providing building and engineering services, including space planning and allocation of offices and maintenance of a register of land properties at Geneva belonging to the United Nations;

(i) Managing the implementation of all Integrated Management Information System (IMIS) releases at the United Nations Office at Geneva, including coordinating and advising substantive areas and other United Nations offices at Geneva, providing technical infrastructure and support mechanisms, planning, developing and implementing bridges to existing systems which will not be incorporated into IMIS, and providing training and user support and facilitating user meetings.

Section 6
Conference Services Division

6.1 The Conference Services Division is headed by a Director who is accountable to the Director-General for the implementation of policies, procedures and practices established by the Under-Secretary-General for General Assembly Affairs and Conference Services in the exercise of his or her responsibility for conference services in New York, Geneva and Vienna.

6.2 The core functions of the Division are as follows:

(a) Coordinating and managing the provision of conference services for meetings held at UNOG and other locations under the responsibility of UNOG;

(b) Carrying out consultations with major users of conference resources at Geneva and other duty stations as to the most effective utilization thereof;

(c) Advising and assisting the authorities of host countries in preparation of conferences and meetings serviced by the Division;

(d) Ensuring that the maximum potential of information technology is realized in the Division.

Section 7
UNOG Library

7.1 The Library is headed by a Chief Librarian who is accountable to the Director-General.

7.2 The core functions of the UNOG Library are as follows:

(a) Providing general information, library collections, electronic services and specialized research facilities for users from the Secretariat, Permanent Missions, United Nations affiliates and agencies, NGOs, the press and the academic or professional world;

(b) Acquiring and preserving library materials and United Nations documentation, including data processing relating to these collections, by cataloguing and indexing their contents and publishing bibliographical reference works for information retrieval purposes;

(c) Preserving and providing research facilities for accessing materials in the League of Nations Archives.

Section 8
United Nations Information Service

8.1 The United Nations Information Service (UNIS) is headed by a Director who is accountable to the Director-General.

8.2 The United Nations Information Service serves as the United Nations Information Centre for Switzerland and provides support to the Director-General with regard to information services for international conferences, intergovernmental meetings and media relations.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 1 February 2000.

9.2 Secretary-General's bulletin of 30 July 1999, entitled "Organization of the United Nations Office at Geneva" (ST/SGB/1999/14), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General